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Applicability:	All DDSN State Employees	

The language used in this policy does not create an employment contract between the employee and the Department of Disabilities and Special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy, in whole or in part.

From time to time vacancies occur in the divisions which can be filled by qualified and experienced personnel already employed by another division. It is the policy of the Department to encourage transfers which result in better use of the employee's skills and experience. Such transfers expand promotional opportunities for all employees and enhance accomplishment of the Department's overall responsibility.

In the selection of personnel to fill future vacancies, it is requested that in appropriate cases the availability of Departmental personnel at other divisions be considered. Divisions are authorized and encouraged to communicate directly with each other and with the central Human Resource Management Office upon such matters.

There are also occasions when an employee desires to transfer to another division for reasons of personal convenience. Every effort should be made to accommodate such requests when made by qualified personnel. Transfers that are made in the same job classification and grade as at the previous division will be at the same pay rate. The Director, Office of Human Resources, Budget and Control Board, has informed this office that this policy on lateral transfers also applies to transfers between State Agencies.

All transfers within and between regions involving voluntary demotions must be forwarded to the DDSN Director of Human Resource Management for final approval.

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(Originator)

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State Director

(Approved)